

City of West St. Paul  
Special City Council Organizational Meeting  
January 3, 2017

1. Call to Order

Mayor-elect Jenny Halverson called the meeting to order at 5:00 p.m.

2. Oaths of Office / Swearing in Ceremony for Mayor Jenny Halverson and Councilmembers Anthony Fernandez, Dave Napier and Bob Pace

City Clerk Chantal Doriott administered the Oaths of Office to Mayor-Elect Jenny Halverson and Councilmember-Elects Bob Pace, Anthony Fernandez and Dave Napier.

3. Roll Call

Present: Mayor Jenny Halverson and Councilmembers Ed Iago, John Bellows, Dick Vitelli, Dave Napier, Bob Pace and Anthony Fernandez. Others present: City Manager Matt Fulton, Assistant City Manager Sherrie Le, Finance Director Joan Carlson, Police Chief Manila Shaver, City Attorney Korine Land and City Clerk Chantal Doriott.

4. Pledge of Allegiance

5. Adopt the Agenda

Motion was made by Clpn. Iago and seconded by Clpn. Vitelli to adopt the agenda as presented. All members present voted aye. Motion carried.

6. Designation of Mayor Pro-Tem

Motion was made by Clpn. Vitelli and seconded by Clpn. Iago to designate Clpn. Napier as Mayor Pro Tem. All members present voted aye. Motion carried.

7. Appointments to Council Standing Committees, City Advisory Commissions and Public Agencies

Council Standing Committees

- Public Works Committee: Councilmembers Napier (Chair), Bellows, Vitelli
- Public Safety Committee: Councilmembers Iago (Chair), Fernandez, Pace

we would be amending the Charter. Attorney Land said because this is part of the way you are operating your meeting then this could be a procedural matter. Clpns. Bellows is unsure about the change in rules.

Clpn. Vitelli reiterated that when we take a roll call vote the person that makes the motion is the first person the clerk calls for a vote and the person who seconded the motion would be the second call for vote. The elected official can still vote aye or nay.

Motion was made by Clpn. Vitelli and seconded by Clpn. Napier to amend and approve the Permanent Rules of Order under Record of Voting to include: when the City Clerk takes a roll call vote the person that makes the motion is the first person the Clerk calls for a vote and the person who seconded the motion is the second call for vote. All members present voted aye. Motion carried.

#### 9. 2017 City Meetings Schedule

Motion was made by Clpn. Fernandez and seconded by Clpn. Napier to approve and adopt the 2017 City Meetings calendar as presented. All members present voted aye. Motion carried.

#### 10. Designation of Official Depositories and Authority

Finance Director Joan Carlson explained designation of official depositories is required by state statute.

Motion was made by Clpn. Vitelli and seconded by Clpn. Iago to approve and adopt Resolution No. 17-01 designating the City of West St. Paul official depositories for 2017. All members present voted aye. Motion carried.

#### 11. Designation of Fiscal Consultant

Finance Director Joan Carlson said there are no changes this year from last year. Staff feels comfortable with the fiscal consultant we have used in the past.

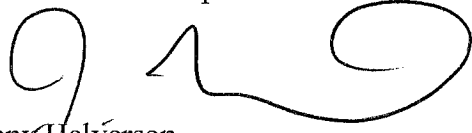
Motion was made by Clpn. Napier and seconded by Clpn. Iago to approve the appointment of Fiscal Consultant Ehlers and Associates for 2017. All members present voted aye. Motion carried.

#### 12. Designation of Official City Newspaper

Motion was made by Clpn. Iago and seconded by Clpn. Vitelli to approve the designation of Official Newspaper with Lillie Suburban Newspapers / South-West Review for 2017. All members present voted aye. Motion carried.

13. Adjourn

Motion was made by Clpn. Vitelli and seconded by Clpn. Pace to adjourn the meeting at 5:25 p.m. All members present voted aye. Motion carried.

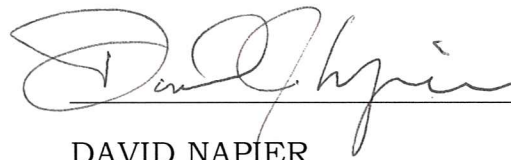


Jenny Halverson  
Mayor  
City of West St. Paul

**OATH OF OFFICE**

STATE OF MINNESOTA    )  
  )  ss.  
DAKOTA COUNTY         )

**I, DAVID NAPIER, DO SOLEMNLY SWEAR** to support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of **COUNCILMEMBER** of the City of West St. Paul to the best of my judgment and ability, so help me God.



DAVID NAPIER

Subscribed and sworn before me this 3<sup>rd</sup> day of January, 2017.



Chantal M. Doriott  
City Clerk  
City of West St. Paul




## OATH OF OFFICE

STATE OF MINNESOTA )

) **SS.**

**DAKOTA COUNTY** )

I, **BOB PACE, DO SOLEMNLY SWEAR** to support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of **COUNCILMEMBER** of the City of West St. Paul to the best of my judgment and ability, so help me God.



Bob Pace

Subscribed and sworn before me this 3<sup>rd</sup> day of January, 2017.

Chantel M Donato

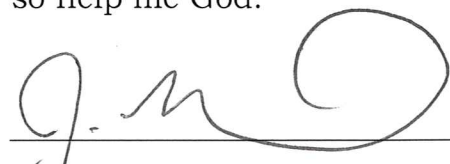
Chantal M. Doriott  
City Clerk  
City of West St. Paul



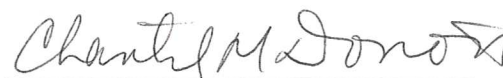
**OATH OF OFFICE**

**STATE OF MINNESOTA    )**  
**) ss.**  
**DAKOTA COUNTY         )**

**I, JENNY HALVERSON, DO SOLEMNLY SWEAR** to support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of **MAYOR** of the City of West St. Paul to the best of my judgment and ability, so help me God.

  
JENNY HALVERSON

Subscribed and sworn before me this 3<sup>rd</sup> day of January, 2017.



Chantal M. Doriot  
City Clerk  
City of West St. Paul





**OATH OF OFFICE**

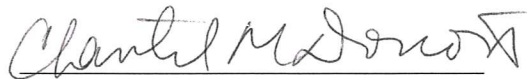
**STATE OF MINNESOTA    )**  
**) ss.**  
**DAKOTA COUNTY         )**

**I, ANTHONY FERNANDEZ, DO SOLEMNLY SWEAR** to support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of **COUNCILMEMBER** of the City of West St. Paul to the best of my judgment and ability, so help me God.



Anthony Fernandez

Subscribed and sworn before me this 3<sup>rd</sup> day of January, 2017.



Chantal M. Doriott  
City Clerk  
City of West St. Paul



# Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue  
North St. Paul, MN 55109  
(651) 777-8800

December 20, 2016

Chantal Doriott, City Clerk  
City of West St. Paul  
1616 Humboldt Avenue  
West St. Paul, MN 55118

Dear Ms. Doriott:

Thank you for the opportunity to bid on public notice publication services for the City of West St. Paul. Lillie Suburban Newspapers has been serving the needs of the West St. Paul area for 38 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the West St. Paul area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that West St. Paul area residents look to the *South-West Review* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *South-West Review* has the official designation of the neighboring communities of Inver Grove Heights, Mendota, South St. Paul and Lilydale.

5 P.M. Wednesday is the deadline each week for submitting public notices to our office. Public notices should be directed to Kitty Sundberg, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

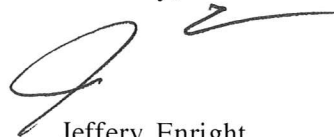
[legals@lillienews.com](mailto:legals@lillienews.com)

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$7.85 per column inch for a one-time publication  
\$7.55 per column inch for each additional publication

Thank you for considering the *South-West Review* as the official legal newspaper for the City of West St. Paul for 2017. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright  
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives  
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review  
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review



# 2017 Meeting Calendar

Council Meetings (6:30 p.m.); Open Council Work Sessions (5:00 p.m.) held before regular Council meetings; EDA meets as needed following a regular Council meeting; Park & Rec Comm (5:30 p.m.) meets 2nd Tuesday; Planning Commission (7:00 p.m.) meets 3rd Tuesday; Environmental Comm (6:00 p.m.) meets 1st Wednesday

JANUARY							FEBRUARY							MARCH							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1 Holiday	2 Observed Holiday	3 Organiza- tional Meeting	4 Envirom- ental	5	6	7				1 Envirom- ental		2	3	4			1 Envirom- ental	2	3	4	
8	9 Council	10 Park & Rec	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
15	16 Holiday	17 Planning	18 SMFD @ WSP	19	20	21	12	13 Council	14 Park & Rec	15 SMFD @ WSP	16	17	18	12	13 Council	14 Park & Rec	15 SMFD @ WSP	16	17	18	
22	23 Council	24	25	26	27	28	19	20 Holiday	21 Planning	22	23	24	25	19	20	21 Planning	22	23	24	25	
29	30	31					26	27 Council	28					26	27 Council	28	29	30	31		
APRIL							MAY							JUNE							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
						1		1	2	3 Environ- mental	4	5	6					1	2	3	
2	3	4	5 Environ- mental	6	7	8	7	8 Council	9 Park & Rec	10	11	12	13	4	5	6	7 Environ- mental	8	9	10	
9	10 Council	11 Park & Rec	12	13	14	15	14	15 Planning	16 SMFD @ SSP	17	18	19	20	11	12 Council	13 Park & Rec	14	15	16	17	
16	17	18 Planning	19 SMFD @ SSP	20	21	22	21	22 Council	23	24	25	26	27	18	19	20 Planning	21 SMFD @ SSP	22	23	24	
23 / 30	24 Council	25	26	27	28	29	28	29 Holiday	30	31				25	26 Council	27	28	29	30		
JULY							AUGUST							SEPTEMBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
						1			1	2 Environ- mental	3	4	5						1	2	
2	3	4 Holiday	5 Environ- mental	6	7	8	6	7	8 Park & Rec	9	10	11	12	3	4 Holiday	5	6 Environ- mental	7	8	9	
9	10 Council	11 Park & Rec	12	13	14	15	13	14 Council	15 Planning	16 SMFD @ WSP	17	18	19	10	11 Council	12 Park & Rec	13	14	15	16	
16	17	18 Planning	19 SMFD @ WSP	20	21	22	20	21	22	23	24	25	26	17	18	19 Planning	20 SMFD @ WSP	21	22	23	
23 / 30	24 Council	25	26	27	28	29	27	28 Council	29	30	31			24	25 Council	26	27	28	29	30	
OCTOBER							NOVEMBER							DECEMBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1	2	3	4 Environ- mental	5	6	7				1 Environ- mental	2	3	4							1	2
8	9 Council	10 Park & Rec	11	12	13	14	5	6	7	8	9	10 Holiday	11	3	4	5	6 Environ- mental	7	8	9	
15	16	17 Planning	18 SMFD @ SSP	19	20	21	12	13 Council	14 Park & Rec	15 SMFD @ SSP	16	17	18	10	11 Council	12 Park & Rec	13	14	15	16	
22	23 Council	24	25	26	27	28	19	20	21 Planning	22	23 Holiday	24 Holiday	25	17	18	19 Planning	20 SMFD @ SSP	21	22	23	
29	30	31					26	27 Council	28	29	30			24 / 31	25 Holiday	26 Holiday	27	28	29	30	

Council Adopted 1/2/97  
Amended 11/24/97  
Amended 1/2/15  
Amended 1/3/17

PERMANENT RULES OF THE CITY COUNCIL  
OF WEST SAINT PAUL, MINNESOTA

MEETING TIME AND DATES

Unless otherwise resolved, the regular meetings of the West St. Paul City Council shall convene at 6:30 p.m. on the second and fourth Monday of each month. The Mayor or any three members of the Council may call special meetings upon at least 3 days' notice to each member or an emergency meeting upon at least 24 hours' notice.

PRESIDING OFFICER

The Mayor, or in his absence, the President Pro Tem, shall at the time the meeting convenes, call the meeting to order and chair the meeting. In the absence of both the Mayor and President Pro Tem, the members may appoint a member to chair the meeting, but such appointment shall not extend beyond the arrival of the Mayor, the President Pro Tem, or the adjournment for the day, whichever occurs first. A majority vote of all the members of the Council shall be required to overrule the presiding officer.

QUORUM

A roll of the members shall be called and the names of members present and the members absent shall be entered in the Council minutes. A majority of all members of the Council shall constitute a quorum to do business.

ORGANIZATIONAL MEETING OF COUNCIL

At the organizational meeting of the Council in January in odd numbered years, no conduct of the city's business shall be considered except those matters pertaining to the organization of the City Council or the method or manner of the conduct of its business.

**Permanent Rules of the City Council  
of the City of West St. Paul**

ORDER OF BUSINESS

After the taking of the roll call, the order of business shall be the agenda for the meeting and the chair may take matters out of their order on the agenda for the convenience of the public, unless overruled by the members. Matters outside of the agenda may be considered by a majority vote of all members of the Council. Any matter of non-controversial nature may be placed on the consent agenda, which shall immediately precede other matters on the agenda for that meeting. The matters on the consent agenda may be acted upon by a single motion by the Council without debate. A member of the Council may remove any matter from the consent agenda by requesting removal prior to the voting thereon.

RECORD OF VOTING

The Council shall keep a journal of its proceedings and yeas and nays, when taken on any questions, shall be entered on such journal. For roll call votes, the maker of the motion shall be called upon first to record his/her vote. The member who seconded the motion shall be called upon second to record his/her vote. When a ballot vote method is being utilized for the appointment of members to task forces and commissions, the Clerk shall announce the candidates of each Councilmember and record the result of the ballot in the Council journal. When voting on any matter by motion, any member who, being present when his name is called, fails to vote upon any pending proposition in a tone plainly understood by the presiding officer, shall be counted as having voted in the negative on said pending proposition. Every member present shall vote unless the member is excused for a conflict of interest. When a member declines to vote on the call of his/her name, the member shall be required to state the reasons for so declining. After the vote is taken, but before the presiding officer has announced the vote, the presiding officer may and, if requested by a member, shall submit to the Council the question, "Shall the member for the reason stated, be excused from voting?" which shall be decided without debate. That member then shall vote or be excused based on the Council's vote on the questions.

At the request of any member, a roll call shall be held up temporarily to permit any member in the building to vote on that matter.

MOTION AND RESOLUTION

No motion or resolution shall be debated or voted on unless it has been seconded by a member of the Council. After a motion has been made, it is in the possession of the Council and, unless withdrawn before it is voted upon, or before adjournment that day, it shall be entered in the minutes, together with the name of the member offering it. No member may make two motions at the same time.

**Permanent Rules of the City Council  
of the City of West St. Paul**

ORDER AND DIVISION OF A QUESTION

A division of any question, which contains several points, may be made. Except in the case of a privileged question or as otherwise provided by these rules, questions shall be put in the order in which they are moved. .

THE PREVIOUS QUESTION

A motion calling for the previous question must be seconded. If a motion for the previous question is ordered by the vote of the council, it shall have the effect of cutting off all debate and bringing the Council to a vote on the question. When the previous question is decided in the negative, the main question remains under debate until disposed of by the vote or in some other manner.

MOTION TO BE GERMAINE

No motion or proposition on a subject, different from that under consideration, shall be admitted under the guise of its being an amendment.

MOTION FOR RECONSIDERATION

When a question has been decided, either in the affirmative or the negative, it shall be in order for any member who voted with the prevailing side to move its reconsideration, provided that such motion is made either on the same day or on or before the next regular scheduled Council meeting. A member who did not vote on a question may also move reconsideration within the same time limitation.

PRECEDENCE OF MOTIONS

When a question is under debate, no motion shall be received except the following; the first three shall be decided without debate:

- (1) To adjourn
- (2) To table or postpone indefinitely
- (3) For the previous question
- (4) To commit or refer

**Permanent Rules of the City Council  
of the City of West St. Paul**

(5) To continue or postpone to a day certain

(6) To amend

The motions shall have precedence in the order listed.

MOTION TO ADJOURN

A motion to adjourn shall always be in order except during roll call. When a motion to adjourn is made, it shall be in order for the presiding officer before putting the question to permit any member to state reasons which would seem to render adjournment improper at that time. But debate thereon shall not be had.

DEBATE AND DECORUM

Every member before speaking shall be recognized by the presiding officer. When two or more members wish to speak at the same time, the presiding officer shall designate the member to speak first. No member shall speak more than once until every other member wishing to speak on the pending question has had an opportunity to do so. No member shall walk out of the meeting while a roll call is being taken.

COMMITTEES

Standing committees of the Council shall be:

(1) Public Safety

(2) Public Works

Committee Membership: Except as otherwise provided by Statute, Ordinance, or Charter, the Mayor shall appoint members to all Council committees, and shall designate the chairman thereof.

Referral to committee shall be made by the Council by a motion to refer to committee or by the Mayor's request to refer to committee.

Committee meetings shall be open to the public and shall be scheduled from time to time by the committee chairman with due consideration for the convenience of committee members.

A majority of the members of any committee shall constitute a quorum.



**Permanent Rules of the City Council  
of the City of West St. Paul**

A committee may reconsider any action so long as the matter remains in the possession of the committee and the committee report has not been presented to the Council. A committee member need not have voted on the prevailing side in order to move reconsideration.

Matters referred to a Standing Committee shall remain in the Committee's possession until action is taken by the Committee reporting the matter back to the City Council. The City Council may, by majority vote, recall any matter from a Standing Committee thirty days after its referral to Committee.

OPEN WORK SESSION

The Council may on such occasions as it deems appropriate, upon proper notice of the meeting, meet in an open work session for purposes of general discussion of matters which are not appropriate for referral to a standing committee or advisory committee. For all matters except voting for appointments to task forces and commissions, discussion at work sessions will not result in formal vote or resolution, though members will be free to express their intent and position. Voting for appointments to task forces and commissions, either by ballot vote pursuant to Resolution 97-64 or motion vote, may result in a formal vote or resolution at an open work session.

Work sessions will be held in available conference space in the Municipal Center or in the Council Chambers as the Council may from time to time determine appropriate. All such meetings shall be open to the public unless they are closed in compliance with Minnesota Statutes.

ADVISORY COMMITTEES, BOARDS AND COMMISSION

The names, addresses, and background information of all persons to be considered for appointment to various City Advisory Committees, Boards, or Commissions shall be submitted in writing on a form provided by the City Clerk. Before Council action, the applications may be considered in an Open Work Session.

SUSPENSION OR AMENDMENT OF THE RULES

The concurrence of two-thirds of the whole Council is required to amend or suspend or alter any of the Permanent Rules of the Council.

**Permanent Rules of the City Council  
of the City of West St. Paul**

CODE OF ETHICS FOR PUBLIC OFFICIALS  
OF THE CITY OF WEST ST. PAUL

1. Declaration of Purpose:

The purpose of a Code of Ethics policy is to establish ethical standards of conduct for public officials. The proper operation of democratic government requires that public officials be independent, impartial and responsible to the citizens of West St. Paul. The public should have confidence in the integrity of its city government and know that public office will not be used for personal gain. The provisions of this Code of Ethics shall apply to all public officials, elected and appointed.

II. Responsibilities of Public Office:

Public officials, elected and appointed, of the City of West St. Paul hold office for the benefit of the public. They are bound to uphold the Constitution of the United States as well as the Constitution of the State of Minnesota as well as the Charter of the City of West St. Paul. They should maintain the highest personal ethics so as to maintain the confidence of the public who elected them. They are bound to discharge faithfully the duties of their office regardless of personal consideration, recognizing the public interest must be their primary concern.

III. Fair and Equal Treatment:

- A. Public officials, elected and appointed, shall not request or permit the use of City owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public in general or are provided as municipal policy for the use of such elected officials in the conduct of official business.
- B. Public officials, elected and appointed, shall not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

IV. Conflict of Interest:

- A. Public officials, elected and appointed, shall not knowingly engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest or would tend to impair independence of judgement or action in the performance of official duties.
- B. Specific conflicts of interest are as follows:

**Permanent Rules of the City Council  
of the City of West St. Paul**

1. Holding a position of employment which is incompatible with the elected position or interferes with the proper discharge of public duty.
2. Use of confidential information, obtained as a result of public position for personal gain.
3. Soliciting of personal gifts and favors by an elected official, or accepting unsolicited gifts or favors.
4. Use of official position for personal gain.
5. Holding investments which interfere or tend to interfere with proper discharge of public duty.
6. Representation by elected officials of private interests before city governmental agencies and participation in the profits from such representation.
7. Personal interest in legislation to the extent that private interest takes precedence over public interest and public duty.

V. Application of Code:

When a public official has doubt as to the applicability of this code, he/she should apply to the City Attorney for an advisory opinion and be guided by that opinion.

VI. Sanctions:

A violation of the provisions of the Code of Ethics shall be grounds for censure of the offender by the Council and disqualification from public office when authorized.

ETHICS LAW

As a general rule no elected official, member of any advisory board, or public employee should accept any gift unless the City Attorney is of the opinion that the gift is one of the rare exceptions to the rule.

CITY OF WEST ST. PAUL  
RESOLUTION 17-01

RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES FOR THE  
CITY OF WEST ST. PAUL, MINNESOTA

WHEREAS, MN Statute 427.02 grants the City Council the authority to name official depositories for City Funds.

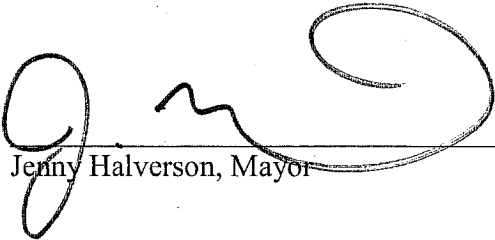
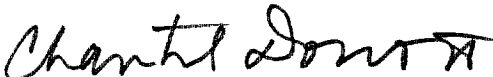
NOW, THEREFORE, BE IT RESOLVED, that the following organizations are hereby designated as official depositories for the City of West St. Paul funds for the year of 2017:

Anchor Bank of West St. Paul  
4M Fund Approved Institutions (per Resolution 86-76)  
Wells Fargo Advisors, LLC  
U.S. Bank, N.A. – All Branches and Subsidiaries  
Duncan-Williams, Inc.  
Oppenheimer & Co. Inc.  
Northland Securities, Inc.  
UBS Financial

And,

BE IT FURTHER RESOLVED, that the maximum deposit at any of the above named institutions shall be fifty-percent (50%) of the total funds available to the City at the time the deposit is made.

Adopted by the City Council of the City of West St. Paul, MN this 3<sup>rd</sup> day of January, 2017.

  
\_\_\_\_\_  
Jenny Halverson, Mayor  
\_\_\_\_\_  
Chantal M. Doriott, City Clerk